

Manager Highlights September 2019

Youth Services (Julia Lee)

Mission Moment: Rainbow Power!

To incentivize kids to read ALL through the summer reading program, Youth staff made a promise: read to 10 weeks, and they got to vote what color we dyed our hair! During the final week, kids got to cast votes on what color MPL's Youth Staff would dye their hair and 🌈RAINBOW🌈 won by a landslide!

Well, now we've delivered! If you visited the Youth Department in the last month, you may have noticed our majestic, magical rainbow unicorn hair! The colors may have faded since then, but the fun remains. Another summer well done, everyone!



Personnel:

- We are all here and rocking the Youth Department!

Staff Development:

- Susie and Lisa were presenters at Tech Days on September 11! They presented on their new collaboration with the Girl Scouts and providing classes that fulfill Girl Scout robotics badge requirements. Way to go, ladies!
- Julia, Susie, Betty, Lisa, Lynn, and Kirsten all attended the All-Staff Meeting at The Strand on September 13.

Outreach:

- **Madison Open House:** Julia went to the Madison Open House on September 4. She signed patrons up for library cards and promoted library resources. 9 people got new library cards during the Open House!

- **Washington Open House:** Susie also attended the Washington Open House on September 12 to promote library resources.
- **Madison Staff Meeting:** Susie went to Madison Elementary's staff meeting on September 18 to promote library resources and virtual library cards to school staff.
- **YMCA 4k Visits (AM & PM):** Julia, Susie, Betty, and Lynn provided a storytime, tour, and craft for all YMCA 4k classes on September 30.
- **Redeemer Storytime:** Susie provided a storytime at Redeemer on September 19.
- **Sputnik Fest Storytime:** Julia went to Sputnik Fest and performed a storytime on the big stage September 7.
- **Coffee on the Coast:** Julia starred in another Coffee on the Coast episode on September 18, promoting the September Teen Lock-in, Uke Jam, and Family Activity Night.
- **Reach Out and Read:** Julia attended a Reach Out and Read Meeting on September 12.

Activities:

- **YA Circ Increase:** Total YA Circulation for September 2019 came to 1450. That is a HUGE increase from September 2018, which only came to 799 – that's a 81% increase! Congratulations to our Teen Associate, Lisa, who has been working hard to curate and weed the YA collection.
- **Pic City is Booming!:** It's hard to believe that Pic City has been finished for 6 months already! Youth asked Margie to run circulation reports to see if Pic City has affected picture book circs, and the results are incredible! We are already surpassing our pre-Picture Book City circs (2017 & before) by a landslide – and we are still have 3 more months to go in 2019! This is a testament to ALL the hard work staff put in on every level – from cataloging to processing to shelving and upselling. Thank you and Congratulations!
- **Notary Stats:** Susie notarized 8 requests during the month of September
- **Summer Reading Program Stats:** The Summer Reading Program is over, but volunteers were working hard to count, sort, and total all the Youth and Teen bookmarks. 3 volunteers put in over 20 hours in order to count how many bookmarks each participant handed in for what prizes. When the stats are finally compiled, we will know how many weeks each participant completed, giving us a better idea of how to structure our reading program next year. A HUGE thank you to Therese for coordinating the volunteer effort, and to our amazing volunteers who have donated their time to such a massive undertaking!

- **Trunk or Treat – Coming Soon:** Youth Department is planning our first-ever Trunk or Treat on October 29 from 6:30-7:30. The library wants to hold a Trunk or Treat to connect with families while providing a safe, free Halloween event. We also see events like Trunk or Treat as a chance for families to connect with local organizations and strengthen our community. We now have 20 organizations who have confirmed they will be participating and handing out treats, and over 900 people interested on Facebook! Thank you to the Board for approving the parking lot closure at 4:00 on October 29, specifically for this event.
- **MPSD/MPL Collaboration Meeting:** Kristin and Julia met with MPSD admins on September 24 to discuss ideas from the August library staff collaboration day and upcoming collaboration possibilities. Having these monthly meetings has had a wonderful impact on communication between MPSD/MPL and has allowed us to reach more students/staff than ever before!
- **Valders Pop-Up Library:** Karen and Julia have been working together to plan our first Valders Pop-Up Library in October. This will mean bringing MPL materials to a rural population who might not otherwise have access to our resources – and hopefully get more card holders signed up as well!
- **All-Ages Ukulele Jam & Uke Raffle:** We hosted another ukulele jam on September 25. All month long, we held a ukulele raffle: check out a music-themed book, and you got a chance to win a ukulele generously donated by Golden Ring. Our winner was thrilled to be chosen (she just signed up for her first library card!), and all uke players had a blast jamming the night away.



- **New Dramatic Play Center:** The Farmer's Market is now open! Families can plant some fruit and vegetables in the garden, sell some flowers and eggs at the farm stand, count money, and make memories together! They can even make some delicious pies at the pie station! Congratulations to our Youth Associate, Lynn! She has done a wonderful job on yet another creative play center for kids – one that promotes healthy, local food and meaningful interaction between parents and kids.



Significant Stats:

- **Teen Take-Over:** Lisa P. had a record 31 teens attend her most September PJ & Waffles Lock-In on September 27! Teen Lock-Ins have been steadily growing in popularity since our first over a year ago. Well done, Lisa!
- **Family Activity Night - Art Blast:** 58 people attended our art-themed Family Activity Night on September 17.

What's Coming Up:

Family Art Fun: October 20 @ 2

Join us for a Sunday afternoon of art for the whole family! These fun, hands-on projects are designed for all levels of skill especially for parents and children to create together!

Video Game Party: October 25 @ 3-5

Ever wish you could design and play your own video game? Want to give Virtual Reality a try? Come to our Video Game Party for a chance to explore Minecraft Papercrafters, VR Goggles, Live Pac Man, and even participate in a Mario Kart tournament!

Undead and Well Read! Zombie Escape Room: Saturday, October 26, 9:30 am- 2:30pm

Escape the zombie horde before time runs out! Keep your wits about you and look for clues to aid in your escape before it's too late! This program is open to tweens and teens, ages 9-18.

Trunk or Treat: October 29 @ 6:30

20 local organizations will converge in the library parking lot to hand out treats (no tricks!). Rain or shine, we'll be having a ghoulish good time!

Public Services (Karen Hansen)

MISSION MOMENTS

- Margo gave some of the residents of Shady Lane a tour of Library. She was able to highlight our history collection, where a few of the participants located their senior photos in our archived Lincoln yearbooks. They also enjoyed learning about our book kits and various programming, such as Book and a Movie.
- Emily reported that she was able to promote the Ukulele Raffle to a mother and daughter who came to the Library to register for new library cards. To Emily's delight, she learned that the daughter was the winner of the raffle!
- Mary helped a woman who recently moved back to the area after living in Connecticut for 30 years. She was very impressed with our library. Numerous other staff report patrons complimenting our facility and services!

PERSONNEL

- Jason Kunde's last day as IT Technician was 9/3. The position is posted on the City's website. Interviews are expected to start in November. Karen assumed control of practical IT operations with the help of MPU.
- Jo Ann Dent's last day as One-to-One Literacy Partners Coordinator was 9/25.
- Margo Meyer assumed the role of One-to-One Literacy Partners Coordinator (in addition to her Homebound Services duties), effective 9/30.

STAFF DEVELOPMENT

- Most PS staff attended the September 13 all staff training at Strand Adventures, which focused heavily on team building.
- Meredith participating in the Leadership Manitowoc program through the Chamber.
- Public Services staff took part in training on film advisory (from Matt) and the Libby app (from Karen) at their monthly department meeting.
- Matt started a Reference Interview 101 course this month.
- Therese took part in the LARS Circulation Procedures committee meeting in Kiel.
- Webinars Viewed
 - "Tools for Building Digital Skills with Your Patrons and Staff" (Maria and Emily).
 - "Marketing the Library" (Emily)
 - "Library Marketing 204: Brand Expansion" (Tim)

OUTREACH

- Karen and Julia started coordinating logistics of the October 10 Pop Up Library event in Valders. They will offer limited items for checkout and onsite card registration at Valders Elementary.

OPERATION ACTIVITIES

September Programs

- **Book and a Movie:** Therese led the discussion of First Man on September 16.
- **Manito-WALK Historical Walking Tours:** Meredith and David completed their tour program – with great success and feedback.
- **The Art of Smoked Meats with Brian Kooker:** Meredith executed a program with local restaurant owner Brian Kooker of Brian's Smokehouse.
- **Margaret's War: A Book Discussion with Author Bill Stokes:** Meredith coordinated a program by local author Bill Stokes on September 4.
- **Independence Corrupted with Charles Schudson:** Tim planned and coordinated this event on September 26.
- **Book Discussions:** Therese led a book discussion on a book by local author Carrie Sue Barnes, who was in attendance.
- **Volunteer Fair:** Therese coordinated the September volunteer fair.
- **Harvest Fest Mini Book Sale:** Therese and Karen, along with volunteers, put on the Harvest Fest Book Sale, netting \$180 for the Friends.
- **Essential Oils 101:** Meredith coordinate an essential oils program for September.
- **Art Slam:** MPL served as a site for Art Slam artist Andrew Linskens to create a piece of art on the library lawn, thanks to Tim's planning.

Future Program & Event Planning

- **Harvest Fest:** Tim, Therese, Julia, and Karen planned activities for Downtown Manitowoc's Harvest Fest, including a story time and mini book sale.
- **Canning Salsa 101 Program:** Meredith has been planning an October hands-on salsa-making and canning workshop with Grow it Forward.
- **Paint Drips & Spooky Sips Painting Event:** Tim continued planning a Halloween themed art and wine event with Erin LaBonte.
- **Terror in the Taproom:** Tim is coordinating an October 30 story slam at the Courthouse Pub.

- **Close to Home Series:** Tim handled last minute planning for the Close to Home series.
- **A Night with Kevin Crawford:** Tim continued planning a two-night event with Kevin Crawford, who will discuss a selection of stories about how modern Manitowoc came to be during his tenure as mayor.
- **Winter Reading Program:** Therese is working with Youth Services staff to craft a 2020 Winter Reading Program.
- **Summer Reading Program 2020:** Emily continued working with select staff to shape the look and feel of the 2020 program's graphics and slogan.
- **2020 Fundraiser:** Karen and Meredith continued serving on the 2020 Fundraiser Committee. Karen worked with Kristin to finalize marketing elements of the fundraiser, including the letter, letter insert, and webpage. Karen and Betty Schwede worked together to finalize the banner design and printing prices.

Projects

- **Redesign**
 - **Makerspace:** Karen completed purchasing furniture and equipment for the room. Glass partitions were installed, electric work started, and lighting fixtures purchased. Three volunteers assembled all the tables and chairs. Karen reached out to Fond du Lac Library's makerspace staff to learn about their badging procedures. Emily created a logo for the space.
 - **Laptop Checkout:** Kristin and Karen sent NetSpot the final specs for the laptop checkout. They are waiting on NetSpot to provide updates about production and shipping.
 - **Book Displays:** Six of the eight new book displays are now in use on the first floor. PS staff filled them early in the month, and they've attracted a lot of interest from patrons since then. The remaining book displays are assembled and waiting to be moved into their places later in the year, when the Burger Boat displays are moved.
 - **Remote Desk:** Karen communicated with PS staff about upcoming changes with the addition of the remote desk. Karen and Julia devised a plan for cross-training PS and YS staff at all desks to provide limited staffing across departments. The new main desk was installed and is waiting for electrical work. Both new desks will be in full operation on 11/4.
- **Library Card Sign up Month:** Karen worked with PS staff to implement the Spin and Win Library Card Sign up Month promotion.
- **Circulation Increase/Stabilization Committee:** The committee continued implementing recommended projects and efforts.

- **Outreach Committee:** The committee completed efforts to send library card applications to all Valders schools students. David and Therese are setting up a card sign up event at Forefront Dermatology to take place in the fall. Karen is working with Julia to staff the October Pop Up Library in Valders.
- **Sustainable Revenue Committee:** The committee had to delay meeting this month due to low staffing levels.
- **ChitChatz Videos:** Margo has been working with other staff to complete ChitChatz, short reader's advisory videos to be posted on Facebook. They finished two more videos this month.
- **Marketing Plan:** Emily, Tim, and Karen continued to meet about the library marketing plan. Emily and Tim explored partnership options with Vagabond Studios and Engaged Marketing in Sheboygan to support them in this process. Tim and Emily focused on doing an audit of all the marketing tools they use, as well as performing an SWAT analysis of the Library's marketing from a staff perspective.
- **Grants:** Tim completed an in-house grant resource library for internal use. It includes general materials for use in grant applications, as well as records of grants the Library has already applied for.
- **Marketing Activities:** Tim continues to promote library programs, events, and campaigns through an array of print, radio, and online media options. This month he focused efforts on Close to Home, Art & Wine, the Charles Schudson program, and Harvest Fest.
- **One-to-One Adult Literacy Partners:** Jo Ann trained Margo on One-to-One operations. Margo received online training for the Achieve database from Liz Fitzpatrick with Wisconsin Literacy. She also met with staff from LTC connected with the One-to-One program. Finally, Margo was able to observe the September tutor training and see how future training sessions should be structured.
- **Volunteer Services:** Therese received word that the Friends received \$500 from Kohl's Cares because of their participation in the August carnival. Therese and Karen coordinated the Better World Book pickup, with the assistance of Stacey, Joe, and volunteers.
- **Demographic Collection Project:** Linda continues to collect demographic information about program attendees.
- **Collections:** All selectors continued their regular efforts to curate the Adult collections through best practices in selection and weeding.
- **Friends:** Karen continued her work as liaison to the Friends. This month, she worked with them to start planning the holiday fundraiser.

SIGNIFICANT STATISTICS

Nothing to report.

COMING UP

Holiday Parade Committee for Meredith.

2020 Scholastic Art & Writing Awards adjudication – Emily.

Jordan will be taking an online genealogy course through the American Library Association in October.

October 10 Pop Up Library event in Valders.

Materials Management (Amy Eisenschink)

1. Mission Moment:

- Laura – A patron contacted me to share how her newly formed book club is giving her a new lease on life. She'd experienced a tragic loss and phoned for advice on forming a new book group and also asked about the Grief group that meets here....and was meeting here the very evening she first called to inquire. Unlike the first time we spoke, during our second conversation she seemed to be coping quite well after forming connections with new people.

2. Personnel:

- Amy - We wished Roxanne Staveness well as she retired and moved closer to her home town of Rio Wisconsin. I was named interim manager. We also said good-bye to Amanda Linsmeier as she is going to spend more time with her family and concentrate on her writing. We welcomed Natalie Ford as a shelving page. Natalie has been involved with our teen events and is learning quickly. Carol Witkauskis successfully completed her 90-day review. She is doing a great job.
- FISH Meetings - AR - We met and went over events that we have planned; chili cook-off Halloween door decorating contest; Staff Manito-walk (rescheduled due to rain); Cookie swap; & holiday potluck. We are resuming our regular monthly meetings now that summer programs are complete.
- Other as applies –Attended Roxanne's retirement party.

3. Staff Development:

- Ann R. - I attended the all staff meeting held at the Strand adventure. I was not able to participate in the majority of the group interaction because of my limited mobility. I sat on the sidelines and just observed.
- Amy E. – Debbie Charney has been training me on software that I will be using to hire new employees. I will be meeting with Kristin weekly as I take over some of Roxanne's duties. I sat in on a phone conversation with Julia, Karen, Kristin and our representative from Collection HQ. I have started training Judy on how to complete the cataloging process in SirsiDynix Workflows. Most of the department attended the all staff training at the Strand Adventures. I think

everybody had a good time playing the team building games and learning about going outside your comfort zone. It was great to meet at a new business so that we can tell patrons about it.

- Laura – Attended the All Staff meeting.
- Judy – Attended the All Staff meeting at the Strand Adventures. Amy started training me on making labels for the cataloging process.
- Public service meetings – Judy attended; Laura attended
- Selectors Meetings – Ann Reimer: We met briefly with Julia leading the meeting. Selectors can send carts with any materials in them as long as the publication release date is 2019. Laura attended.

4. Outreach Activities:

- Amy - Optimist meetings; Jordan, from Ascend Services, brought one of his clients. His client, was interested in learning about libraries so they shadowed Tony for 2 hours to learn what was involved with re-shelving material. With help from other employees, I led a cataloging workday for the LARS libraries. It was well attended and everybody seemed to appreciate the time.
- Ann Reimer: I helped plan and participated in a workshop attended by catalogers from the system libraries. I showed them how you can use B&T to download records even if you don't order the items from them. A few of the libraries discovered that they needed to contact B&T to update their ability to be the administrator for the website. It was worthwhile workshop and greatly appreciated by all the attendees.
- Laura – Recorded a Chit Chatz spot.
- Book and Movie – Laura worked with Therese. 18 books circulated.

5. Operations Activities:

- Laura – Several of us met with Amy to discuss division of duties in the aftermath of Roxanne's departure. As the month ended I was working with Amy and Kristin on how best to handle the WISCAT security breach. Produced and placed at the Service Desk and in the Homebound/ILL Office binders containing complete lists of book discussion kits.
- Ann R. – I met with the selectors who make the decision on replacing items. One of my goals is to streamline the process and try to make it more cost effective. Most of them follow the same guidelines but I think if these were written down for them to consult, it would make the procedure easier for them. Since we have had a huge turnover in staff and with the first floor redesign, I updated the shelf reading binder. Everyone got switched to a different floor and I filled in the new employees. The list of collections was also updated to reflect the recent changes. I did my yearly order of yearbooks from the various area high schools and middle schools.
- Amy – I attended, and was recording secretary for the LARS meeting. Kristin and I continue working on updated the job descriptions. I took over the cake pan project that Roxanne had not finished before she retired. I have been meeting with staff to discuss 2019 goals.
- Judy – Did some retraining on Workflows with Maria. 1 Hour.

6. Significant Statistics and Activities:

- Laura – Cataloged __42 hours for the month, Notary requests __18__, Proctoring ____, Circulated __20__ book discussion kits, and Filled multiple copies of __15 for book groups and 17 for teachers__.
- Amy - Mended __14__; AV other __; Discs cleaned __15__.
- Ann – Orders: Books - __630__ A/V - 23 __; Misc. - 117 __; Total: __770__

7. What's coming up?

- Amy – Optimist Club meetings; Cake pan collection going live; 2019 performance evaluations for all staff; AED/DPR training; LARS Cat/Circ meeting; Anti-harassment training; People committee meeting;
- Laura –Performance evaluation. Harassment meeting. Continued work on disabling patron initiated WISCAT. Training on WISCAT 6 in November. Continued work on developing online ILL request forms through our online catalog.
- Judy –Performance evaluation meeting. LARS CIRC cat meeting. Silli grant Meeting. Performance Evaluation. Anti Harassment Training.
- Ann R. –FISH meeting, harassment meeting; performance evaluation; Wellness meeting; spending the budget; - Biannual circ/cat meeting

Facilities Services (Stacey Bialek)

MISSION MOMENT:

"Life should not be a journey to the grave with the intention of arriving safely in a pretty and well preserved body, but rather to skid in broadside in a cloud of smoke, thoroughly used up, totally worn out, and loudly proclaiming "Wow! What a Ride!"

~Hunter S. Thompson~



Crisis, calm, and change. The toughest C's for any old pirate to handle. But, Roxanne, never giving up, sails towards another horizon and more adventures. Good Luck, Old Salt.

Why are librarians so much like pirates?.....because they **ARRRR!**

PERSONNEL:

- We say goodbye our Materials Management Manager, Roxanne Staveness. Enjoy the time off and have fun in your next adventure!

STAFF DEVELOPMENT:

- What a great All-Staff meeting! Team-building, laughs, sharing ideas, and a bunch of new hand-shakes I can use with vendors, contractors, and library board members (my favorite is the

turkey hunter ☺). Thanks to all the staff for being part of the adventure and especially, to Amy E., who set this venue and made this All-Staff one to remember! **“ALL HANDS HOAY!”**

OUTREACH ACTIVITIES:

- We look forward to another great downtown event, Wendigo Fest, coming October 3-5. We are making preparations for parking and accommodations for the vendors who will be using the majority of our parking lot during the weekend festivities. **“BLIMEY!”**

OPERATIONS ACTIVITIES:

- We will be replacing the old and worn BOOK DROP sign soon. A new sign is being cut and should be in place by October 10.
- All public restrooms are getting newer and sturdier flush valves for the toilets. After years of the loungers and sleepers using the valves as backrests and constantly replacing the rubber spuds, we are beginning to install larger grommets and thicker spud seals to shore up these valves. **“AVAST, YE SCURVY DOG!”**
- It seems like after each successful Friends’ Book Sale we have less and less materials to send to Better World Books. This shipment was no exception. Thanks to Karen and her volunteers we only 3 nearly full pallets of boxes to ship off to Indiana. Thanks to everyone who helped out! **“HEAVE HO!”**
- We conducted our security/safety inspection walk-thru with Sgt. Andrew Trilling of the MPD. We were highlighting some of the 1st floor changes and areas we could improve. We will be passing his report onto Kristin and other managers for review and recommendations.
- Thanks to everyone who returned their KEY information to me as I was compiling the library’s key control inventory. As we number and identify the keys we have outstanding, we will compile a master list and file it for the city’s and library’s records.
- We went through the annual unclogging of all the urinal drains to fish out all the unmentionables. **“ALL HANDS ON THE POOP DECK!”**
- We will be doing testing of the boilers late September into early October. Systems have been flushed and boiler water tested for the upcoming heating season.
- Kaeden Flooring will be here mid-October to repair the tripping rise in the vestibule. Some of the tiles have raised about an 1/8” along the expansion joint of the floor presenting a hazard for those who are limited in raising their feet when they walk. **“SHIVER ME TIMBERS!”**

FIRST FLOOR REDESIGN:

- The old east side Reference Desk has been refurbished and relocated into the new Front-End Service Desk near the tax form cubbies. Check Electric will installing and running new outlets and data ports in next couple of weeks. We will be putting some finishing touches to the toe kicks and storage as soon the electrical is complete.
- We have removed the island that was anchored in the middle of the main Service Desk. Certified Builders has hauled it away for refurbishing into the new Remote Service Desk slated for placement near the public computers.
- The sitting/standing catalog stations near the front entrance have been temporarily relocated to the Foreign Language Collection. As soon as we identify the data ports that run to the floor box, we will be reconnecting the router and linking these four catalogs back up to the system.
- We have disassembled the electrical & data ports from public computers 6-18. We will be rewiring these carrels and relocating them into the new Public PC Hub located where the old Reference Desk once stood.
- The Makerspace glass walls are now installed. Check Electric will be coming early October to relink the electrical and data ports to the mopboard outlets. Plans are in the works for installing extra hanging pendant ceiling lights along the two glass walls.
- We have changed direction on the music CD storage concept. We ordered new open case bins and drawers to house the collection. This new shelving system will be located near the Teen Collection area.
- We will be removing the last of the 8' tall Mystery shelving. Some of the better pieces will be stored, while the others will be salvaged.
- The new electrical "doghouses" have been installed on the North Window Laptop Counters. Patrons will be able to utilize these hook-ups for both their USB and electrical needs.

WHAT'S COMING UP?

- Certified Builders will be installing the café counter top along the shorter glass wall
- Public Computer carrels, Business Center
- Disassembly of electrical/data ports from West Side Reference desk for demolition and to make way for computer carrels and Business Center
- A/V relocation